



City of Seat Pleasant

Office of the City Administrator

A CITY OF EXCELLENCE SMART CITY

“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for Me using information and communication technology, with the internet of things”

Department Name Administration

Date of Report September 25, 2017

Reporting Period Aug-Sept, 2017

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

- Handle numerous personnel issues and incident reports including vehicular accidents
- Reviewed background investigations re property tax liens and code issues
- Reviewed summary points for BAN resolution re USDA Loan which was finalized
- Reviewed draft SHA MOU – still waiting for approval for reimbursement of SHA owned land
- Reviewed proposal from Mobilitie Inc re use of city’s right of way for installation of wireless equipment
- Reviewed and recommended revisions to vacant property code; reviewed contractor’s time for KD day
- Finalized reports for Chesapeake Bay Trust Grant for trail for \$2,000
- Drafted and submitted letters to comments and complaints at September 11 2017 council meeting
- Conferred with attorney on Verizon arbitration issues; submitted engagement letter to forensic firm;
- Finalized I-Net installation for police department; now working with MOU with Prince George’s County for I-Net connectivity
- Ensured that City is sufficiently covered for electronic and other IT devices and hardware
- Reviewed department reports; held several independent manager meetings with Mayor

Analyze department improvements that are needed and/or achieved based on the Smart City model.

Indicate problems identified, barriers encountered and solutions reached.

Still engaged in analyzing and resolving Verizon issues of over-billing, and arbitration issues.

Identify goals for the next reporting period.

Examples of Goals

Goal _____% reduction in household consumable waste (based on statistics from refuse contractor)

Goal _____% increase in recyclables (based on statistics from refuse contractor)

Goal _____% increase in green initiatives (e.g., number of shredding events, trees planted, electric cars purchased/used, number of bags/pounds of leaves mulched, implementation of rain gardens, etc.)

Goal _____% increase in educational/promotional/marketing events for residents re green initiatives (e.g., newsletter articles re composting trainings, use of rain barrels, etc.)

Supporting Documentation: Source: Office of the City Treasurer

Revenue

Line Item _____

FY _____ Budget (Previous Year)	FY _____ Budget (Current Year)	FY _____ Actual (Current Year)

Expenditures

Line Item _____

FY _____ Budget (Previous Year)	FY _____ Budget (Current Year)	FY _____ Actual (Current Year)

Attachments: Photos, Newsletter articles, City of Seat Pleasant Green Team, etc.